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NOTICE INVITING TENDER

Sealed tenders are, hereby, invited from the intending suppliers for supply of the stationary and non-stationary articles as per the list enclosed being the consumables in the Office of the District Magistrate & Collector, Bankura. Bopnafide suppliers may lodge plain-paper application for issue of tender paper as per the table below :-

EVENT	TIME FRAME	DATE
Receiving applications	11.00 to 13.00 hrs	19.10.11 to 27. 10.2011
Supply of form	15.00 to 16.00 hrs	19.10.11 to 27.10.11
Submission of tender	11.00 to 13.00 hrs	upto 31.10.11
Opening of tender	15.00 hrs	31.10.11

Cost of Tender form : Rs. 200/- (Two hundred only) through D.C.R. at Nazareth Cash Section [Non-refundable]
Earnest money deposit Rs. 20,000/- (Rupees Twenty thousand only) in the form of NSC / KVP / Cash deposit through T.R. - 7 [To be converted as security deposit for successful tenderers]


The sealed tenders can be put personally in the Tender Box kept in the Nezarath Section.

Documents to be attached with the application :-

1. Valid and current Trade Licence, Income Tax, V.A.T and Professional Tax Clearance Certificate, Photocopies would be accepted on scrutiny of original ones.
2. Tenders must put their signature on each pages of Tender Papers.

Pre-conditions :-

1. The authority shall straightway reject the tender which may appear to be absurd in terms of rates and with the mala-fide intention of competitions only.
2. Tenderers not accompanied by Earnest Money would be summarily rejected (excepting eligible co-operative)
3. The rates must be quoted considering the variety and specification and prevailing market rate. The rates must be inclusive of all charges including delevary.
4. The rate must be quoted in figures, as well as words, Erasures, overwriting and mutilations will have to be authenticated by the tenderers in his own hand-writing.
5. The rate will remain valid w.e.f. 1.1.2012 to 31.12.2014 the supply should be made within 7 (seven) days from the date of receipt of work order, failing which, the authority would get supply from any other supplier with the same / resonable rate and the defaulting supplier would be banned for the rest of the validity period.
6. Intending tenders may remain present and witness the opening of tenders.
7. The sealed envelop must be superscribed the "**Tender for supply of stationary & non-stationary articles for the period w.e.f. 1.1.2012 to 31.12.14.**"
8. The undersigned reserves the right to reject any tender at any time, without assigning any reason, prior to placement of supply order, without thereby incurring any liability to the affected tenderers.
9. The undersigned does not bind himself accept the lowest rate.

 17/10/2011

**Addl. Distt. Magistrate &
Chairman, Tender Committee
Bankura**


**Govt. of West Bengal
Office of the District Magistrate, Bankura
(Forms & Stationary)**

Memo No. 3385 (18) G (F&S)

Date : 17.10.2011.

Copy forwarded for information to :-

1. C.A/ to D.M. / A.D. M(G) / A.D.M. (D) / A.D.M. (ZP) Bankura for kind persual of D.M. / A.D. M(G) / A.D.M. (D) / A.D.M. (ZP), Bankura.
2. The S.D.O., Bankura/ Bishnupur / Khatra.
3. The Spl. L.A. O. / Supdt. of Excise, Bankura
4. The Sr. D.C. / N.D.C. / O/C. Forms & stationary, Bankura
5. Notice Board of Nezarath Department / Election Deptt. / Administrative Building
6. The Supdt. of Post Office, Bankura with the request to display in his office Notice Board.
7. The D.I.C.O., Bankura for wide publication.
8. The Exe. Officer, Bankura Whole Sale Consumer Co-opt. Society Ltd.
9. Officer-in-charge, D.I.O., N.I.C. Bankura for publicity through District Magistrate's Website.
10. M/s. / Sri / Smt.

 17/10/2011

**Addl. Distt. Magistrate &
Chairman, Tender Committee
Bankura**